



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

PETER MCWALTERS
COMMISSIONER

TO: SUPERINTENDENTS OF SCHOOLS

FROM: PETER MCWALTERS, COMMISSIONER

DATE: AUGUST 18, 2006

SUBJECT: **DIRECTORY INFORMATION, ACCESS TO STUDENT
RECRUITING INFORMATION, AND PARENTAL CONSENT**

This letter is to remind you of the need to notify parents annually regarding directory information and the release of directory information to military recruiters and to institutions of higher education. Please note that I will need to receive from all districts copies of your forms for distribution to parents and to students regarding directory information. I requested these forms from you last year; a list of districts that have not responded to this request is appended – these districts must respond to this request by Friday, September 15th.

As you know, schools may release information contained in a student's education records without parental consent when the information is designated as "directory information." Directory information may include, but is not limited to: student's name, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized sports and activities, height and weight (for athletic teams), awards received.

Schools may release this directory information if they have notified parents of the types of personally identified information that the school considers to be directory information. Notifying them in a student handbook or in a letter constitutes notice.

Parents may ask that you not disclose any or all of this directory information, however. Therefore, you must provide parents with a form that allows them to do so. The form must list the types of information that you consider to be directory information. The form must also have a reasonable deadline for submission. I am attaching a sample form that parents may use to ask that schools not release all or some of the directory information.

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575

The Board of Regents does not discriminate on the basis of age, color, sex,
sexual orientation, race, religion, national origin, or disability.

In addition, there are specific provisions in the No Child Left Behind Act of 2001 regarding the release of directory information to military recruiters and institutions of higher education. Schools are to release the names, addresses, and telephone listings to military recruiters and institutions of higher education. (Sec. 9528) The law states, however, that secondary-school students and parents may request that names, addresses, and telephone listings not be released to military recruiters or institutions of higher education without prior written parental consent.

You will therefore need to:

- Include on the form for parents on directory information an opportunity for parents to request that the name, address, and telephone listing of their child not be distributed to military recruiters or institutions of higher education without prior written consent. (I have included this notice on the attached sample form.)
- Distribute a form to all secondary-students (middle school and high school), giving them the opportunity to request that their name, address, and telephone listing not be distributed to military recruiters or institutions of higher education without prior written consent of their parents. (A sample form for students is also attached.)

These forms and notices must be distributed annually. You must find a means of effectively notifying parents in their primary or home language.

The following Districts have not yet submitted these forms and must do so by September 15, 2006: Central Falls, Coventry, Cranston, Cumberland, East Greenwich, Jamestown, Johnston, Lincoln, Middletown, New Shoreham, Portsmouth, Providence, Woonsocket, Bristol Warren, Foster-Glocester, Wm. M. Davies, RI School for the Deaf

ONLY if your District has **revised** the forms submitted to me last year, please submit to me the newly adopted forms.

Please fax copies of your forms for distribution to parents and to students to Karen Lovett, of my office, at 222-6178. Please do so by September 15, 2006.

attachment(s)